

Career Decisions

On the Job

Name _____

Directions: Workers in any type of job can often face difficult situations. Read each situation below and the three options that are presented. For each option, check "yes" or "no" to indicate whether you think that the course of action would be appropriate. Explain your reasons in the space provided. Keep in mind that in each situation, you can answer yes to one, more than one, or none of the options. Be sure to explain your reasoning - with more than a because answer.

1. One of Terence's coworkers, Carol, won't do her share of the work. That just makes more work for everyone else. Their supervisor has not done anything about the situation. What should Terence do?

a. Send the supervisor an anonymous email pointing out the problem. ____ Yes ____ No

Why? _____

b. Meet with other coworkers and ask if they will join him in talking to Carol about the problem. ____ Yes ____ No Why? _____

c. Demand that the supervisor fire Carol ____ Yes ____ No Why? _____

2. Annette believes that she has worked hard and deserves a raise. Would the following actions be likely to help her get one?

a. Threaten to leave unless she gets a raise ____ Yes ____ No Why? _____

b. Say nothing and just work harder so that her supervisor will recognize that she deserves a raise. ____ Yes ____ No Why? _____

c. Explain why she needs the extra money. ____ Yes ____ No Why? _____

3. Gerald has been given a work assignment that he has no idea how to complete. Should he consider any of the following actions?

a. Ask his supervisor to assign the project to someone else. ____ Yes ____ No Why? _____

b. Admit to his supervisor that he doesn't know what to do. ____ Yes ____ No Why? _____

c. Start looking for sources of help that will enable him to get the job done ____ Yes ____

No Why? _____

4. Tanya's job often requires cooperation with workers in other departments. One of them Main, has been a source of frustration to Tanya. The two of them are constantly on the opposite side of issues and frequently end up in an argument. What might Tanya do to improve the situation?

a. Tell her supervisor that she prefers not to be assigned to the same project as Mai.

b. ____ Yes ____ No Why? _____

b. Avoid conflict by going along with Mai on most issues. ____ Yes ____ No Why? _____

c. Ask Mai why she thinks their discussions so often turn into arguments and what they might do to prevent that from happening. ____ Yes ____ No Why?

5. Doug's supervisor has met with him and pointed out a number of ways in which his work is unsatisfactory. Doug disagrees with several of her criticisms. What should he do?

a. Write a statement explaining why he disagrees and ask for it to be placed in his personnel file. ____ Yes ____ No Why ? _____

b. Accept what the supervisor said without comment. ____ Yes ____ No Why?

c. Ask coworkers to talk to the supervisor about Doug's good points. ____ Yes ____ No Why? _____
